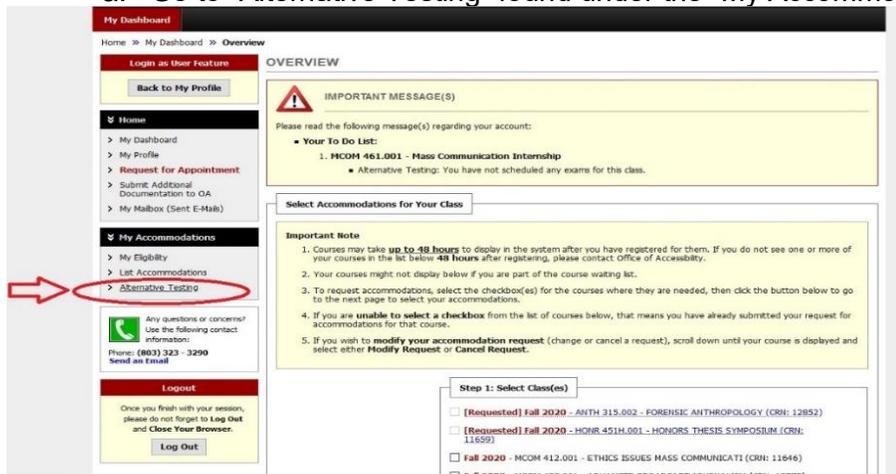
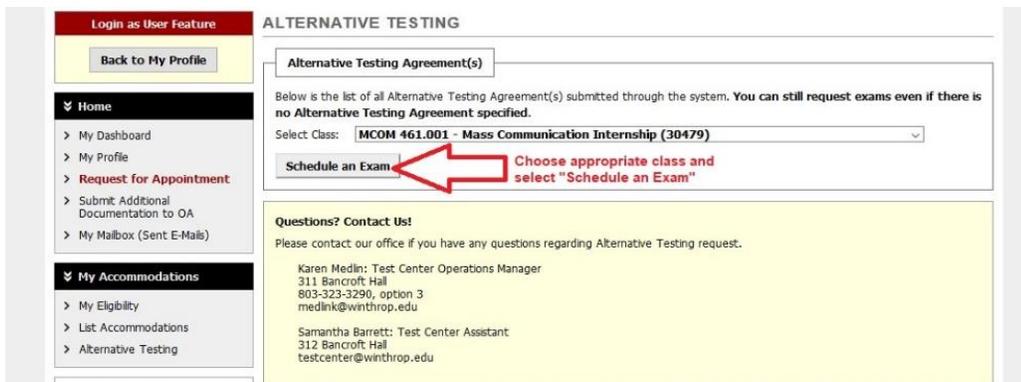


How to Reserve Space in the DRC Testing Center (Exams, Quizzes, Midterms, and Finals)

1. Go to the following link <https://olympic.accessiblelearning.com/Salisbury/>
Use your current SU email address and password. Duo is required.
2. On your Dashboard, On the left-hand column, you can view the equipment you have checked out, your approved accommodations (eligibilities), schedule exams, and also view all your Faculty Notification Letters.
 - a. Go to “Alternative Testing” found under the “My Accommodations” tab



3. Select the class you wish to schedule an exam for from the drop-down menu. Then, click “Schedule an Exam”.



4. Above the exam detail, a class schedule and location will display for you to see. **Students must test at the same date and time as the class unless there is a valid academic conflict.**
Request Type: Specify if your request is for an Exam, Midterm, or Final.
Date: Enter date of the exam. **Time:** Enter time of the exam.
Services Requested: Select which accommodations you want to use. *All approved testing accommodations will automatically show here.*
Additional Note: Include any additional information for the proctor (example: testing later than the class due to back-to-back classes).

Once the form is completed, click "Add Exam Request".

5. Exam requests must be received **three (3) business days prior to the exam date**. For example, three (3) business days prior to a Monday exam is the previous Wednesday. This change takes effect Fall 2021.
 - a. If you submit a request with **less** than 3 business days notice, you will be directed to a second page after clicking the "Add Exam Request" option in the previous image. You must submit a reason as to why it is a late request. **Your request will not go through if you do not complete this step.**
6. If your test is rescheduled, cancelled, or you are unable to keep your DRC Testing Center appointment due to illness, **please remember to cancel your exam request through AIM**. Log into your AIM account and select "Alternative Testing" under the "My Accommodations" tab on the left side. In the "Upcoming Exam Request(s) for the Current Term", click "**Cancel Request**"

*****If you have any questions concerning the new process for requesting exams in AIM, contact the DRC at disabilitysupport@salisbury.edu or 410-543-6087. We are here to help you!**